

Letter of Dissatisfaction

Date: _____

To: Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to express my dissatisfaction regarding a recent order I received from your company (Order Number: _____). Unfortunately, the order arrived damaged, which has caused significant inconvenience.

The specifics of the damaged item include:

- Item Name: _____
- Condition: _____
- Details of the Damage: _____

I expected to receive my order in perfect condition, and this experience has not met those expectations. I would appreciate it if you could provide instructions on how to proceed with returning the damaged item and receiving a replacement or refund.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

Your Name

Your Address

City, State, Zip Code

Email: _____

Phone: _____